

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Porter (Graveyard)
DEPARTMENT: Janitorial Services
LOCATION: Los Angeles Campus

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Porter, Janitorial Services is responsible for performing nightly cleaning of all AFI Campus buildings, as well as the disposal of all trash and recycling. The Porter will work efficiently in a team environment to maintain all campus buildings while adhering to AFI standards.

The Janitorial Services team is responsible for the upkeep of all buildings on the AFI Campus.

PRINCIPAL DUTIES:

- Provide a clean and safe environment for the AFI Community and visitors to the AFI Campus.
- Perform detailed nightly cleaning of all campus restrooms.
- Manage the restocking of disposables/paper supplies, soap dispensers and deodorizers for all campus restrooms.
- Perform nightly sweeping/mopping/vacuuming of all campus floors.
- Empty all trash and recycling receptacles and deposit in the campus dumpsters on a nightly basis.
- Maintain and clean all campus kitchen/breakroom areas, including refrigerators and microwave ovens.
- Perform routine dusting of window blinds and windowsills throughout all campus buildings.
- Perform routine dusting and cleaning of stairway railings and periodic high dusting inside all campus buildings.
- Inspect grounds and building entryways for trash or debris.
- Perform periodic power washing and deck scrubbing of all campus building entrances and

- stairways as needed.
- Conduct ongoing inspections of the campus, observing and reporting any hazardous conditions to Plant Operations.
- Respond to emergency and routine cleaning requests.
- Check all unoccupied rooms to assess any items of value. Any personal items left behind must be turned in to Security for the Lost and Found.
- Monitor all department email communications to ensure timely responses to any and all requests.
- Fill in for Day Porter as needed.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School diploma required.
- Minimum of one-year janitorial experience required.
- Ability to maintain professional composure when handling high-pressure situations and difficult personalities.
- Ability to act effectively in making judgments regarding policy and procedures.
- Experience with observation techniques as it relates to maintaining janitorial standards.
- Developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Detail-oriented with the ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Good oral communication skills with the ability to convey concepts and procedures in simplistic terms.
- Time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to lift and/or carry at least 50 lbs.
- Ability to perform work while standing for extended periods of time.
- Ability to climb stairs in an efficient manner.

Salary: \$19.00 an hour